

Participation Agreement

This agreement is between _____
(the Partners participant), GTS Educational Events and the Partners in Policymaking® program.

- 1) Under this agreement, the Partners participant agrees to:
 - a) Participate in **ALL** eight (8) two-day weekend training sessions for the Partners in Policymaking® program;
 - b) Arrive on time for each day of each weekend session and remain until each day is officially concluded:
Day One - 11:30 AM - 9:00 PM
Day Two - 8:30 AM - 3:00 PM (4:30 PM IN MARCH)
 - c) **NOT** invite spouses, children, other family members, guests, or other non-Partners participants to attend the weekend training sessions or be onsite during the weekend sessions;
 - d) Comply with all policies related to alcohol and other drug use, sexual harassment, and zero tolerance of workplace violence (see attached Disciplined Business Conduct Guidelines);
 - e) Review supplemental materials and complete homework assignments as provided at the end of each weekend training session;
 - f) Complete and submit evaluation forms for each presenter and/or presentation before leaving the weekend training session;
 - g) Complete and submit Time-Match forms to help meet local match requirements for the grant that funds the Partners program;
 - h) Submit a completed reimbursement form and attach original receipts within two weeks of each weekend session; and
 - i) Respond to and complete post graduation follow-up surveys.
- 2) In consideration of the above, GTS agrees to the following:
 - a) Reimburse approved travel costs to and from weekend training sessions (mileage is reimbursed at the prevailing IRS rate);
 - b) Provide lodging on a **double occupancy basis** as needed;
 - c) Reimburse up to \$190 per weekend session for respite services, personal care assistant services, and child care services as needed; and
 - d) Process all reimbursement payments within 30 days of receipt.
- 3) The Partners program will:
 - a) Provide face-to-face best practices information and leadership skills training from national experts in the field of developmental disabilities;

- b) Provide access to reading materials and training resources to supplement the topics covered at each weekend training session; and
 - c) Include a broad range of small group activities/exercises related to the weekend session topics to practice applying new knowledge gained and new leadership skills
- 4) This agreement is in effect from September 27, 2013 through May 10, 2014.

**Partners in Policymaking®
Class 31 Participant**

Signature

Date

**GTS Educational Events
Representative**

Signature

Date

Please note: We will give you a fully signed copy at the start of the program year on September 27, 2013